



Natural Resources Conservation Service
1201 NE Lloyd Blvd., Suite 900
Portland, OR 97232

November 13, 2008

OREGON BULLETIN NO. OR-120-2009-1

SUBJECT: ADM – REAL PROPERTY, ASSIGNED PARKING SPACES

Purpose. Dissemination of policy regarding carpool parking for the USDA spaces at the 1201 Lloyd building; and Request for Carpool Parking Pass Applications.

Expiration Date. December 31, 2008.

Those employees of NRCS State Office and Centers, RD and OCIO that desire to form carpools and apply for a carpool parking pass should fill out the attached application and return it to Lesley Kelly, State Administrative Officer, NRCS Oregon State Office, no later than December 12, 2008. Agency heads, COOP backups and the Lease Representative will retain their cards and not have to apply for carpool passes. There are 20 carpool passes available for Calendar Year 2009 for the 1201 Lloyd Building parking garage.

The USDA Carpool Policy Committee will then rank all carpool applications in accordance with the attached policy and parking pass assignments for the 1201 Lloyd Building will be announced by December 18, 2008 and carpools can pick up their carpool passes on January 5, 2009.

These carpool passes will be good through December 31, 2009. Employees who currently hold a carpool pass and are not assigned to a carpool for 2009 must turn in their carpool passes to Lesley Kelly no later than COB on December 30, 2008 so that they may be reassigned.

A handwritten signature in dark ink that reads "Lesley A. Kelly".

LESLEY KELLY
State Administrative Officer
Attachments

NRCS SO
RD SO
NWCC
OCIO/ITS
WNTSC
WRSL

cc via website:

<http://www.or.nrcs.usda.gov/intranet/bulletins/>

SUBJECT: ADMIN SERV – POLICY FOR ASSIGNED PARKING SPACES

Purpose:

Because of environmental considerations, to encourage all employees to carpool, USDA agencies in the 1201 Lloyd Building have 20 carpool spaces available to them. This policy explains criteria and rules for the assignment of those carpool spaces.

CARPOOL PARKING SPACES

Criteria:

The minimum requirements to qualify for a carpool parking space assignment are that the carpool must have at least of one full time USDA employee at the 1201 Lloyd Building. (Full time being defined as FT vs. PT and also in the sense of substantial rider ship in a designated carpool unless on travel status or leave.) An exception will be given to individuals who have physical disabilities or impairments and are USDA employees. To qualify for the exception the employees must meet the state's requirements for use of physically disabled or impaired parking spaces.

Rules:

(a) Carpools will provide the name and phone number of their contact person who will be in charge of notifying the Administrative Staff of any changes in the carpool membership. The contact person must be a USDA employee.

(b) Carpool parking spaces shall be assigned using the following point system:

Points for Agency Affiliation:

| | |
|-----------------------------|----------|
| Each Same Agency Employee | 4 Points |
| Each USDA Employee | 2 Points |
| Each Other Federal Employee | 1 Point |
| Each Non-Federal Employee | 0 Points |

In case of ties, tiebreaker Points will be computed by assessing 1 point per mile to the farthest distance traveled by a carpool member.

Carpools of one person will not be considered.

(c) Carpools will be reviewed on an annual basis with changes in carpool status being reported to the NRCS State Office State Administrative Officer. Carpools will be ranked based on the given point system and parking spaces reassigned as needed. Carpools assigned parking spaces will be given a 30 day minimum grace period to rectify changes in carpool status. If a carpool should

lose all of its USDA employees, the grace period does not apply and the carpool parking permit shall be relinquished to the NRCS State Office Administrative Staff immediately.

(d) A list of carpools and their ranking will be maintained by the NRCS State Administrative Staff.

Assignment Procedures:

(a) Carpools shall apply for assignment of a carpool parking space by submitting an application to the Administrative Staff which shall include the following information:

... Name, Employer, and work phone number of each member of the carpool.

... Name of any physically disabled or impaired member of the carpool with documentation showing they meet the state's requirements for use of physically disabled or impaired parking spaces.

... Farthest distance traveled by a member of the carpool.

... Name of the carpool contact.

... A statement signed and dated by the carpool members to certify that the information given is correct and that the members listed are full time members in the carpool.

(b) During each annual review all carpools will be ranked and carpool parking spaces assigned.

Loss of Carpool Pass Procedures:

1. If a USDA carpool pass holder loses the carpool pass, they must immediately notify the NRCS State Administrative Officer at 503-414-3211 so that the carpool pass can be cancelled.

2. After the parking company has been notified and a replacement pass has been created, one member of the carpool will go the parking company and pick up and pay for the pass. USDA procurement regulations prohibit government funds for employee parking and therefore the car pool must pay for the replacement pass.

3. Failure to immediately notify NRCS of the loss of a carpool pass or more than one loss of a card may result in loss of carpool privileges.